

Why MicroGrade?

1. Easier to keep records of student performance.
2. Web grade function allows better communication with students and parents.
3. With upgrade of school database software, teachers will eventually be able to hand in their grade reports on a floppy disk rather than having to bubble in grades.
4. Less time spent on figuring out final grades at the end of the semester.
5. Attendance function will allow teachers to record attendance through school network, on floppy disk, or print out (no bubbling of CAR sheets☺)

MicroGrade beginner user – best to start with Quick Start.

1. Enter the name & period of your first class
2. Set your general grading preferences (either by total points or by weighted categories)
3. Set your grading standards (what is the A range, B range, etc)
4. Enter in the categories. Make sure that you check enter assignments before you enter those or you will actually be entering categories.
5. Enter in your students' names, phone numbers, counselors, ID numbers etc. Is it easiest to do this by hand as transferring data from ASCII code to this is rather confusing and time-consuming. Each student is automatically given a web grade password, which you should print and give to the student so that he/she can check his/her grade on the Chariot site.
6. Then hit the finished button as prompted and continue working with your class. Before you enter in another class, you should save this one under a name that you will remember easily.
7. Play around – there is no way that you can learn this program unless you try the different options. Also, ask questions if you run into difficulties. There are plenty of people who use this software and are willing to answer questions.

MicroGrade experienced user – choose Experienced User

1. Follow your usual pattern. Any masters that you have already set up on the previous version of MicroGrade will automatically upgrade when you open the files in this program.

2. Major difference is the ability to upload your grades to the Chariot Web site. Follow the directions on this dialogue box & you're good to go.
3. Another perk is that you can go into the options and change your colors for

WebGrade Reports

Check Reports to Upload ☐

Class Title: **Class Message...**

Class Roster

☐ ☐ Phone Number 1 ☐ E-mail Address 1 ☐ Gender ☐ Phone Number 2 ☐ E-mail Address 2 **Edit Header...**

Class Standards

☐ ☐ Grade Scale ☐ Attendance **Edit Header...**

Student Summary

☐ ☐ Student Name ☐ Gender ☐ E-mail Address 1
☐ Rank in Class ☐ Comments ☐ E-mail Address 2
☐ Overall Grade ☐ Visible Notes ☐ Phone Number 1
☐ Excused, Dropped, Late ☐ Attendance ☐ Phone Number 2 **Edit Header...**

Statistics

Bar Chart of

☒ Grade Names
☐ % Scores
☐ Raw Scores

Number of Bars

☒ Low
☐ Medium
☐ High

Create Statistics for:

You may select up to 17 items at one time.
Click an item to select it.
Click a selected item to deselect it.

Clear All **Edit Header...**

☐ Allow Students to Send You E-mail

Cancel **Upload**

students or assignments that are highlighted.